

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF JUNE 12, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Chairman Diane Potvin at 4:00 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chairperson Diane Potvin, Commissioner Patricia Raymond, Commissioner Joe Gamache, Commissioner Jay Lambert, Commissioner Robert Arnell

OFFICERS PRESENT: Executive Director KR Decarreau and Program Director Wendy Sweet.

ABSENT: None

ACCEPTANCE OF THE MINUTES OF THE MAY 1, 2019 BOARD MEETING: Tabled until July meeting

RAD UPDATE:

Staff is working with our Project Manager and Architect to bundle work into a single RFP that will attract a construction firm with all skilled labor. It is unlikely that we can start major work this summer due to most firms being booked. Normally summer work is committed in February and March. Given the tight labor market, we are more likely to get competitive bids for work in the next construction season. We expect to issue an RFP in August for work to begin this winter if possible.

We are working on kitchens with our own staff where possible as they turn over.

We are also trying to contact Efficiency Vermont to get help on the energy efficiency part of the project.

APPOINTMENT OF DIRECTOR AT FRANKLIN ELM AND SPRING BARLOW APARTMENTS, INC:

ED Decarreau noted the request to change the Director position at the two corporations as Ms Sweet's role has changed. It was noted that Ms Sweet did outstanding work taking on two jobs through the intense RAD conversion. Board members agreed.

*Commissioner Gamache: I move that the Board of Directors accept to resignation of Wendy Sweet with gratitude for her work through the transition and adopt the resolution "Pertaining to the Governance and Operations of Franklin Elm Apartments, Inc and Spring Barlow Apartments, Inc".*

*Commissioner Arnell Seconded*

*VOTE: 5 - 0*

## BOARD EXPECTATIONS:

ED Decarreau requested the Board begin to articulate expectations going forward in two areas –

Budget Performance – Given the Board has fiduciary responsibility for the organization, a quarterly report of budget to actual performance was requested.

Communication between Board Members, ED and staff – Noting that it is vital to keep Board members on the same page with information and to assure that everyone has information that is consistent, the Board discussed the following areas –

- Board liked the Update Memo and requested continued use of that format.
- Emergency Response – request that the ED email Board Members in case of emergencies to assure information is received before reading in news reports.
- Applications for City Zoning – Commissioner Lambert presented an Agenda from the City's Zoning Board requesting a conditional use permit for an office building at 87 Elm Street. Other Commissioners noted they knew of the request. This led to a conversation about the Chittenden Housing Corporation and the Board relationship.

More information is needed. The CHC board will meet in the near future but has not scheduled a meeting.

Work will be ongoing.

## OTHER BUSINESS:

Commissioner Raymond requested a review of the Paint Policy noting that residents who were not able to paint their apartments and lived in the building for a long time needed help.

Staff noted that we are in the process of reviewing all policies and placing them on a review schedule to assure they are updated as needed and reviewed at least every three years. Not all policies need to be updated. Commissioner Raymond requested the Paint Policy be first.

A motion was made by Commissioner Gamache and seconded by Commissioner Raymond to adjourn.

There being no further business, the meeting was adjourned by Chairperson Diane Potvin at 4:5 PM.

Respectfully Submitted,

KR Decarreau  
Secretary